



## SPONSOR AND CHAIN OF COMMAND INFORMATION

All sponsors and Chain of Command are invited to visit their Soldiers throughout the WLC cycle and provide them with needed support, equipment and essential materials.

1. Students are required to report for in-processing in **Duty uniform**. Students must have in their possession:

**NOTE: Soldiers on ATRRS will be accepted to attend WLC. Soldiers not on ATRRS may report the second day of Inprocessing @0530hrs as a walk-on, However the max. Capacity of the class is 160 soldiers. Walk-ons must have a letter from their CSM or CMD acknowledging their attendance.**

- a. **Soldiers from installations other than FT Benning** - (5) copies of DD Form 1610. **Report NLT 1500.**
- b. **Fort Benning Soldiers only**-(5) copies of the memorandum orders (do not substitute with OML or seating reservations). **Report NLT 0800.**
- c. Pre-execution checklist (**MUST BE COMPLETELY FILLED OUT**).
- d. Identification card and Identification tags with required chains.
- e. ERB
- f. (Reserve Component Only) Finance Records.
- g. All required clothing/equipment along with Clothing and equipment checklist signed by their first line supervisor. (checklist is on the web site)
- h. Original DA Form 705 (Soldier must have been tested within 6 months prior to the class start date).

Listed below are a few guidelines that I ask you to follow when you are in the Academy area. Following these guidelines will ensure that you will have a smooth transition and visit with your Soldier.

2. Enrollment will always be conducted at BLDG 17. **Sponsors should ensure that their Soldiers have all paperwork, clothing and equipment on the day of enrollment.** Sponsors will not be allowed into the building during the enrollment process. Only the MSC schools NCO is authorized entry.
3. Sponsors will deliver all baggage and equipment to the Academy parking lot. Students will find their designated sponsor and secure their personal equipment. At no time will a sponsor be allowed to assist students with taking their equipment into the academy area and/or building.
4. Sponsors must be in DUTY uniform whenever they are visiting their Soldier in the Academy area. **Civilian attire or PT uniform is not authorized for the sponsor while dropping off equipment or meeting with their Soldier.**

5. The drop off point for student equipment is the third floor of Building 17. Check in with Operations and you will be directed to the equipment drop off room. Fill out the appropriate equipment tag and leave the equipment on the table for student pick up. Sponsors may drop off student equipment at any time during the normal duty day.

6. Commanders, CSM/SGM, 1SG and Sponsors can dine with their Soldiers during the lunch meal. Exceptions can be granted for the dinner meal by the Branch Chief. All meals will be consumed in the DFAC. We ask that you coordinate no less than 24hrs in advance with the name and student number of their Soldier. This will ensure that students and guest are linked up.

7. Commanders, CSM/SGM, 1SG and Sponsors are encouraged to visit their Soldiers throughout the course. You may visit any training site or classroom instructions. **You will NOT be allowed to attend ANY testing site to include the height and weight during in-processing and APFT.**